Dallas County Community College District

ESF #4

Firefighting Annex

(1.1)

Approval and Implementation

Dallas County Community College District

Emergency Support Function #4 – Firefighting Annex

This Emergency Operations Plan Annex is hereby approved for the Dallas County Community College District. This plan annex is effective immediately and supersedes all previous editions.

Approved: _____ **Date:** _____

Dr. Joe May

Chancellor
Dallas County Community College District

Approved: _____ **Date:** _____

Robert C. Wendland

General Counsel
Dallas County Community College District

Approved: _____ **Date:** _____

Lauretta Hill

Chief of Police
Dallas County Community College District

Record of Changes

Change #	Date of Change	Change Entered By	Description

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Emergency Support Function 4 – Firefighting

ESF Coordinator	Support and External Agencies
District Emergency Manager 4343 IH30 Mesquite, TX 75150 Phone: 972-860-4048	**Cedar Hill Fire Department** 1212 W Beltline Road Cedar Hill, TX 75104 Phone: 972-291-1011

Primary Department/Agency	
DCCCD Public Safety & Security 1601 South Lamar Street Dallas, TX 75215 Phone: 214-378-1624	**Coppell Fire Department** 265 Parkway Blvd. Coppell, TX 75019 Phone: 972-304-3512

Dallas Fire Department
1901 Irving Blvd.
Dallas, TX 75207
Phone: 214-670-5466

DFW Airport Police and Fire
2900 East 28th Street
DFW Airport, TX 75261
Phone: 972-973-3500

Farmers Branch Fire Administration
13333 Hutton Drive
Farmers Branch, TX 75234
Phone: 972-919-2640

Garland Fire Department
1500 Hwy66
Garland, TX 75040
Phone: 972-781-7100

Support and External Agencies

Lancaster Fire Department

1650 North Dallas Ave.

Lancaster, TX 75134

Phone: 972-218-2600

Irving Fire Department

845 W Irving Blvd

Irving, TX 75060

Phone: 972-721-2514

Mesquite Fire Department

1515 N. Galloway Ave.

Mesquite, TX 75149

Phone: 972-216-6267

Authority

See Emergency Operations Plan, Authority.

Introduction

The Emergency Support Function (ESF) annexes to the Emergency Operations Plan organize the applicable college District positions, departments, and outside support agencies into groups according to their roles in strategic response to a campus emergency or disaster. Outside agencies may include: governmental, non-governmental, private sector, and other volunteer resources. The ESF annex provides basic information on available internal and external departments and agencies that might be needed for an incident that affects Dallas County Community College District. Each ESF has at least one lead position or department within the District that will lead the specific response, one or more supporting departments within the District that will provide response support, and one or more external supporting departments from the surrounding communities, and neighboring jurisdictions.

ESFs will normally be activated at the direction of the Emergency Operations Center (EOC) Director in response to activation level 3 or greater emergencies as outlined in the EOP. Designated department and agency resources may be requested to respond or recover from emergency incidents that affect the District. Normally, the response and recovery actions will be coordinated from the EOC as Incident or Unified Command will use the resources at the incident scene.

The primary position/department/office(s) will normally be responsible for coordinating specific requirements associated with the emergency support function. Support position/department/office(s) may be contacted to provide expertise and assistance, as needed. Finally, external departments/agencies may be needed if internal resources are overwhelmed or where District capabilities do not exist (such as emergency medical or fire

services.) In all cases, prior memorandums of understanding, mutual aid agreements, or funding issues would need to be addressed prior to requesting assistance.

Purpose

The purpose of ESF 4 is to identify the internal and external departments responsible for firefighting actions that may take place in an emergency. This ESF provides and coordinate resources (personnel, equipment, facilities, materials and supplies) to support firefighting needs during an emergency or disaster.

Scope

Emergency Support Function 4:

- Provides coordination of campus firefighting activities as well as support to all firefighting operations during an emergency or disaster.
- Managing firefighting, emergency medical and hazardous materials response assets.
- Detection and suppression of fires.
- May be activated to respond to incidents that overwhelm normal Incident Command response actions.

Situation

Dallas County Community College District is exposed to many hazards, all of which have the potential for disrupting the community, causing casualties, and damaging or destroying public or private property. Potential emergencies and disasters include both natural and human-caused incidents.

See the EOP Hazard Summary for the potential emergencies that may impact DCCCD.

The district **DOES NOT** operate its own firefighting service and has minimal internal response capability for this ESF.

Assumptions

The district makes the following planning assumptions:

- Not all district buildings are fire alarmed or sprinkled.

- For minor fire suppression, extinguishers are made available in all facilities.

- District resources will be quickly overwhelmed.

- Communication systems may fail during a major incident.

- Backup systems will be available, but may take time to activate.

- Shortfalls can be expected in both support personnel and equipment.

- Local, state, and federal assistance may not be immediately available.

Concept of Operations

General

A common operating procedure within the district and across local jurisdictions provides the framework for firefighting capabilities. Interoperable systems make this framework possible. Resources are in existence throughout the college district and the cities in which district properties lie to provide coordinated capabilities for the most effective and efficient warning, response, and recovery activities. When these capabilities are properly coordinated, response activities become more effective and efficient.

- The Emergency Operations Plan provides overall guidance for emergency planning.

- ESF annexes are designed to provide general guidance and basic information to include points of contact in case additional resources or expertise is needed at the EOC or incident scene.

Organization

- Because the district does not operate its own firefighting capability, **the ESF coordinator will assign the ESF support agency respective to campus location and with primary jurisdiction as the primary agency for this ESF.**

- National Incident Management System concepts will be used for all incidents.

- Incident or Unified Command will be used by responding departments and agencies.

- When requested, ESF personnel will report to the EOC and utilize the EOP, its annexes, and other SOPs to activate and operate during an incident or event.

Activation

- If ESF 4 requires activation, the EOC manager or his/her staff will contact the departments or agencies listed in this annex to report to the EOC.

- The district emergency notification system may be utilized for the notification and recall of groups needed for the function of the ESF.

Direction and Control

- The Incident Command System (ICS) is used by district personnel to respond to emergencies and disasters. During the emergency response phase, all responders will report to the designated Incident Commander (IC) at the Incident Command Post (ICP).

- **The ESF shall not self-deploy to the incident scene**. Wait to be contacted or try to contact the Emergency Operations Center for guidance and direction.

- Do not call any emergency dispatch or public safety answering point unless you have an emergency or critical information to report.

Emergency Support Function Operations

The emergency support function will primarily take action in the following phases:

- **Preparedness**
  - Review and update this annex.
  - Participate in any exercises, as appropriate.
  - Develop and maintain a list of possible resources that could be requested in an emergency.

- o   Maintain a list of personnel (at least one primary and one back up individual) that can be called to the EOC, as needed.
  - o   Develop procedures to document costs for any potential reimbursement.
- **Response**
  - o   When requested by the EOC Manager, immediately respond to EOC.
  - o   Obtain, prioritize and allocate available resources.
  - o   Develop and maintain plans and procedures to provide fire, rescue, emergency medical, and hazardous material response services.
  - o   Activate the necessary equipment and resources to address the emergency.
  - o   Requests mutual aid from neighboring jurisdictions, as appropriate.
- **Recovery**
  - o   Prioritize and implement the restoration of critical facilities and services, including but not limited to: electricity, potable water, sanitary sewer, storm water systems, and heating/air conditioning.
  - o   Coordinate assistance as needed by the IC, EOC Manager, or EOC Policy Group, as appropriate.
  - o   Ensure that ESF 4 team members or their agencies maintain appropriate records of costs incurred during the event.

Responsibilities

ESF Coordinator

- Develop, maintain, and coordinate the planning and operational functions of the ESF Annex through the ESF primary agency.
- Maintain working memorandums of understanding (MOUs), mutual aid agreements (MAAs), or other functional contracts to bolster the ESF capability.
- Support external firefighting agencies with primary fire jurisdiction.

ESF Primary Agency

- Serves as the lead agency for ESF 4, supporting the response and recovery operations after activation of the EOC.
- Develop, maintain, and update plans and standard operating procedures (SOPs) for use during an emergency.
- Identify, train, and assign personnel to staff ESF 4 when district EOC is activated.
- At a minimum, the National Incident Management System ICS-100, ICS-200, IS-700, and IS-800 on line classes should be completed by assigned personnel. In addition, ICS-300 and ICS-400 in residence training must be completed by designated leadership positions. Additional training requirements may found in the Training, Testing, and Exercise support annex, published under a separate cover.
- Engages in fire prevention and suppression.
- Engages in emergency medical treatment.
- Engages in hazardous materials incident response and training.
- Engages in radiological monitoring and decontamination.
- Assists with evacuation.
- Assists with search and rescue.
- Assists in initial warning and alerting.
- Requests assistance from supporting agencies when needed.
- Arranges liaison with fire chiefs in the area.
- Implements mutual aid.

ESF Support and External Agencies

- **The supporting external agencies in this ESF will assume primary agency status, with all responsibilities of the primary agency as indicated in this annex, upon their arrival as the district does not operate its own firefighting capability.**
- Support the district with memorandums of understanding (MOUs), mutual aid agreements (MAAs), or other functional contracts.

Terms and References

Acronyms	
DCCCD	Dallas County Community College District
EOC	Emergency Operations or Operating Center
ESF	Emergency Support Function
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IP	Internet Protocol
MAA	Mutual Aid Agreement
MOU	Memorandum of Understanding
SOPs	Standard Operating Procedures

Definitions	
Emergency Operations Center	Specially equipped facilities from which government officials exercise direction and control and coordinate necessary resources in an emergency situation.
Inter-local agreements	Arrangements between governments or organizations, either public or private, for reciprocal aid and assistance during emergency situations where the resources of a single jurisdiction or organization are insufficient or inappropriate for the tasks that must be performed to control the situation. Commonly referred to as mutual aid agreements (MAAs) and can include memorandums of understanding (MOUs).
Standard Operating Procedures	Approved methods for accomplishing a task or set of tasks. SOPs are typically prepared at the department or agency level. May also be referred to as Standard Operating Guidelines (SOGs).